



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Clerk Typist [Classified Non-Competitive]			Salary \$26,841.51-\$37,160.55
Posting Number 19-16	Position Number 952225	Number of Positions 1	Posting Period * From: 1/22/16 To: 2/5/16
Location: Division of Epidemiology Environmental and Occupational Health Communicable Disease Service 135 East State Street, 2nd Floor Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under direction of the Supervisor:</p> <p>This position is responsible for supporting all Communicable Disease Service professional staff as well as answering telephones, responding to basic questions pertaining to reportable communicable diseases, infectious and zoonotic disease outbreaks and/or forwarding calls to the appropriate individuals. Takes phone messages accurately and forwards to appropriate individuals.</p> <p>Receives incoming mail for the program, sorts, open, stamps, and distributes to individuals as appropriate. Addresses, stamps, and mails department correspondence.</p> <p>Prepares the Infectious Zoonotic Disease Program weekly and monthly phone schedules for the epidemiologist on-call. Composes, types, and formats simple correspondence utilizing Microsoft Word, Excel, Access, Power Point with accuracy and an awareness of deadlines. Maintains files as requested. Schedule meetings, as requested.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>REQUIREMENTS: Knowledge of office methods, practices, routines, and equipment.</p> <p>Ability to understand, remember, and carry out oral and written directions, and to learn quickly from oral and written explanations and from demonstrations.</p> <p>Ability to do typing from varied types of copy.</p> <p>Ability to maintain records and files.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Susan Way, Executive Assistant 1 Epid., Environmental and Occupational Health Reference Posting #19-16 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTEEOH@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**